



Department of
Administrative Services

Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven



The New Georgia Procurement Manual (GPM)

Department of Administrative Services
State Purchasing Division

statepurchasing.doas.georgia.gov



Webinar House Rules

- Webinar length- 1 hour and 30 minutes
- Questions - Hold until the end of the presentation





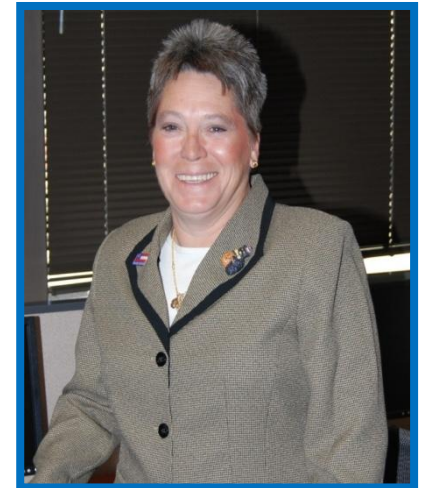
Your Presenters



Mary Scruggs
DOAS Legal
Services



Mirna Barker
Chief Learning
Officer



Mary Zirock
Procurement
Training Specialist



Webinar Objectives

The purpose of this webinar is to:

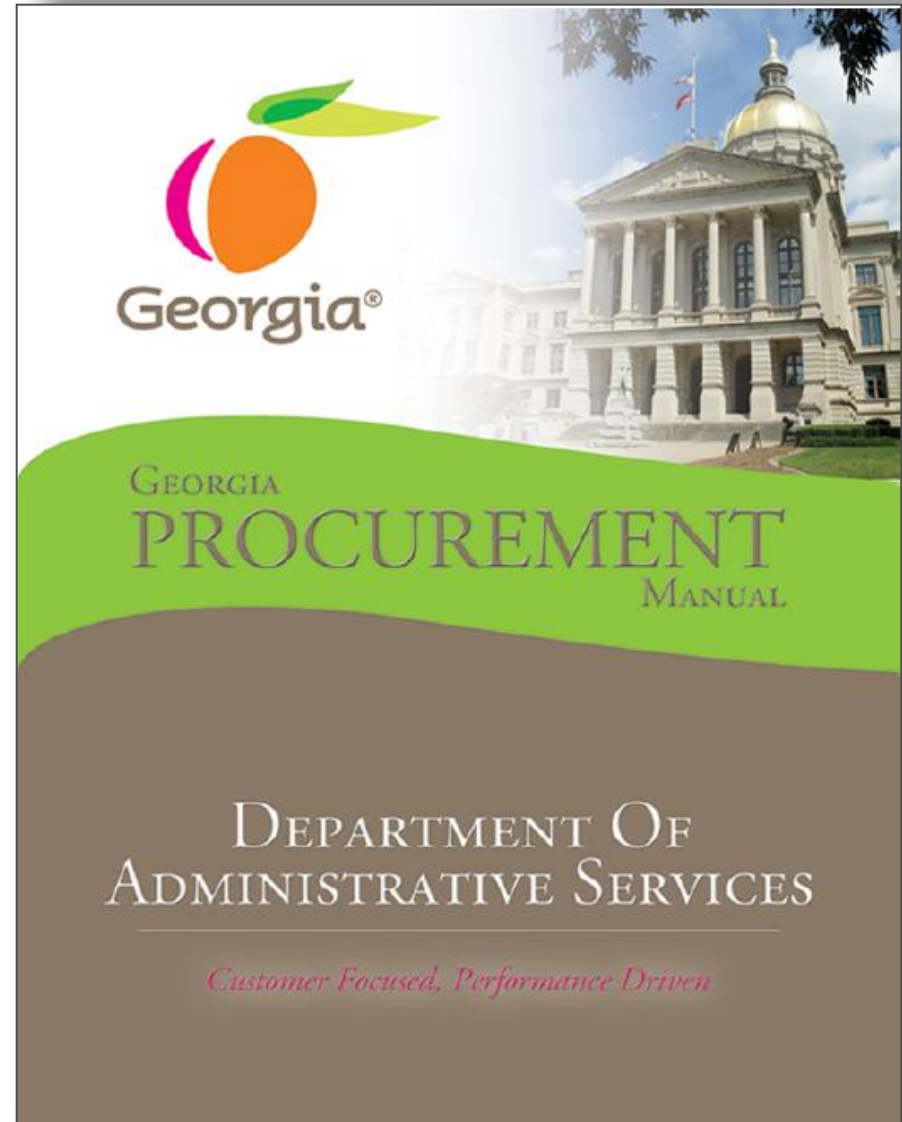


- Demonstrate the features available online to navigate and view the GPM contents.
- Review changes to the GPM Policy and Administrative Rules.

The New Georgia Procurement Manual (GPM)

The Georgia Procurement Manual (GPM) has been updated:

- New information was added and/or rewritten to make the manual more clear and to provide more guidance on how to perform certain functions.
- Information was reorganized to follow the Seven Stages of Procurement methodology.
- The Georgia Vendor Manual and the Georgia Procurement Manual have been combined into one manual – the Georgia Procurement Manual.
- Forms now appear in the appropriate stage and links to the forms page have been added



GPM Council Members

In addition to feedback submitted to the ProcessImprovement@doas.ga.gov email box, SPD used the assistance of a Council to update and edit the GPM. The Council has been working on this project for over a year.

GPM Council Members	State Entity
Debra Blount	DOAS-State Purchasing Division
Michael Davidson	Georgia Gwinnett College
Annette Evans	University of Georgia
Donna File	DOAS-State Purchasing Division
Michael Herger	Board of Regents
Barbara Hill	DOAS-State Purchasing Division
Gay Johnson	Georgia Public Safety Training Center
Kelly Loll	DOAS-State Purchasing Division
Laurel Shugart	Technical College System of Georgia
Avon Thompson	Dept. of Economic Development

Mary Scruggs, DOAS Legal Services, was responsible for re-writing the GPM using input from the Council.

Mirna Barker, DOAS Chief Learning Officer, served as a technical advisor.

Organization

This is the new organization of the GPM. The content has been distributed to follow the Seven Stages of Procurement, preceded by an Introduction chapter and followed by an Operations chapter.

Table of Contents

Georgia Procurement Manual (GPM)

- Introduction and General Overview
 - Key Steps
 - I.1. Introduction
 - I.2. General Overview
 - I.3. Fundamentals for Suppliers
 - I.4. Fundamentals for Procurement Professionals
 - I.5. Unlawful Actions
 - I.6. Public Access Procurement Information
 - Chapter 1: Stage 1 - Need Identification
 - Chapter 2: Stage 2 - Pre-Solicitation
 - Chapter 3: Stage 3 - Solicitation Preparation
 - Chapter 4: Stage 4 - Solicitation
 - Chapter 5: Stage 5 - Evaluation Process
 - Chapter 6: Stage 6 - Award Process
- Glossary

You are here: [Georgia Procurement Manual \(GPM\)](#) > Overview

Introduction and General Overview

This chapter provides an introduction to the organization of this manual as well as an overview of the Department of Administrative Services (DOAS), the State Purchasing Division (SPD) and basic fundamentals for suppliers and procurement professionals.

THE SEVEN STAGES OF PROCUREMENT

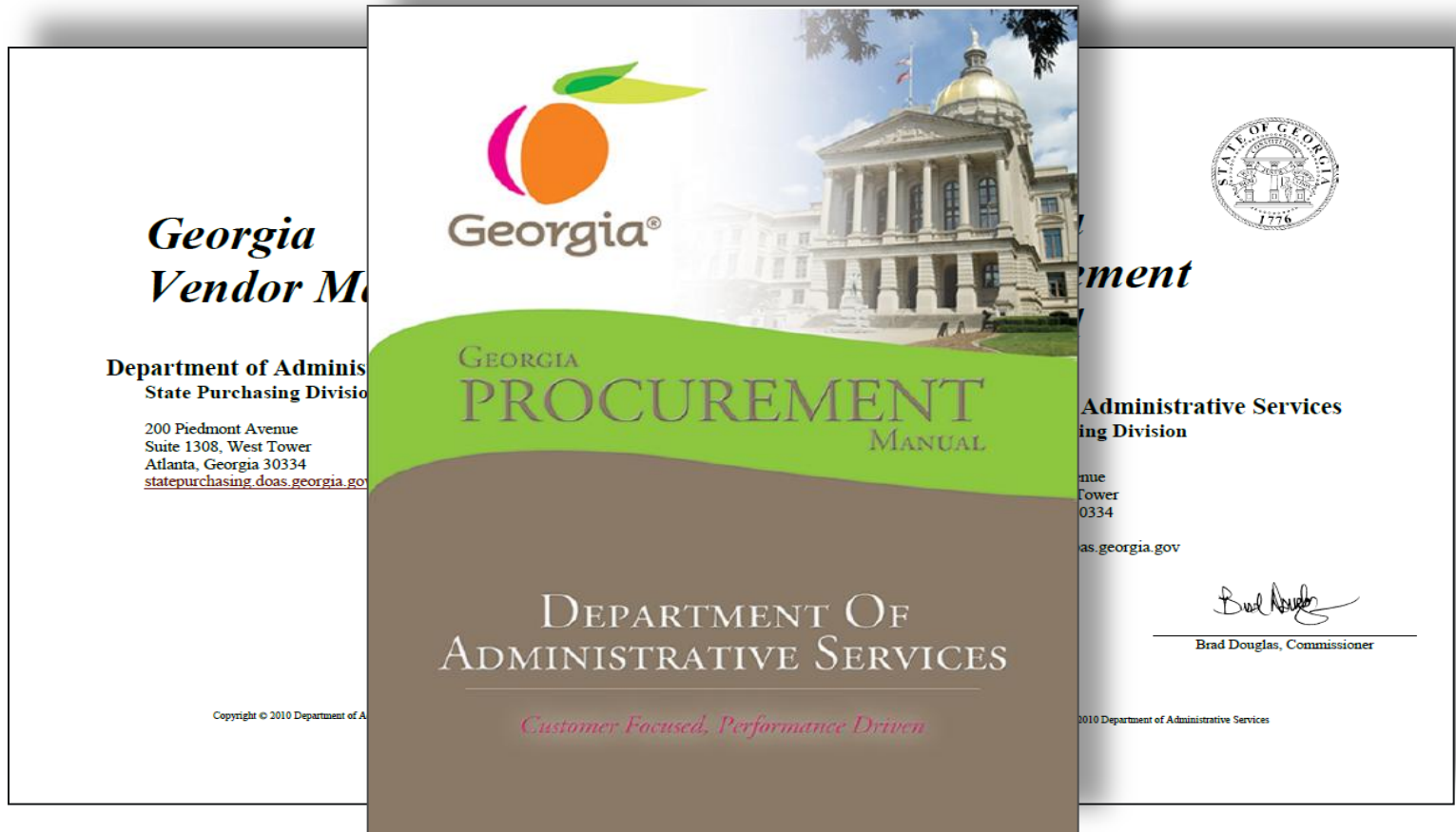
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graph LR; Overview[OVERVIEW CHAPTER] --> 1[1. NEED IDENTIFICATION]; 1 --> 2[2. PRE SOLICITATION]; 2 --> 3[3. SOLICITATION PREPARATION]; 3 --> 4[4. SOLICITATION PROCESS]; 4 --> 5[5. EVALUATION PROCESS]; 5 --> 6[6. AWARD PROCESS]; 6 --> 7[7. CONTRACT PROCESS]; 7 --> Operations[OPERATIONS CHAPTER]
```

THE SEVEN STAGES OF PROCUREMENT



The New Georgia Procurement Manual (GPM)

The Georgia Vendor Manual (GVM) and the Georgia Procurement Manual (GPM) were merged into one manual. All the information is now available in the GPM.



Georgia Vendor Manual

Department of Administrative Services
State Purchasing Division

200 Piedmont Avenue
Suite 1308, West Tower
Atlanta, Georgia 30334
statepurchasing.doas.georgia.gov

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GEORGIA PROCUREMENT MANUAL

DEPARTMENT OF
ADMINISTRATIVE SERVICES

Customer Focused, Performance Driven



Georgia Administrative Services Manual

Department of Administrative Services
Administrative Services
Purchasing Division

200 Piedmont Avenue
Suite 1308, West Tower
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statepurchasing.doas.georgia.gov

Brad Douglas

Brad Douglas, Commissioner

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The New Georgia Procurement Manual (GPM)

Chapters have been organized to include steps on how to perform the procedures

Table of Contents	
Georgia Procurement Manual (GPM)	
Introduction and General Overview	
Chapter 1: Stage 1 - Need Identification	
Chapter 2: Stage 2 - Pre-Solicitation	
Chapter 3: Stage 3 - Solicitation Preparation	
Chapter 4: Stage 4 - Solicitation	
Chapter 5: Stage 5 - Evaluation Process	
Key Steps	
5.1. Introduction to the Evaluation Stage	
5.2. Step 1 - State Opens Suppliers' Sealed Responses	
5.3. Step 2 - State Conducts Administrative Review	
5.4. Step 3 - State Finalizes the Evaluation Committee	
5.5. Step 4 - Managing State and Supplier Communications	
5.6. Step 5 - State Evaluates Suppliers' Responses	
5.7. Step 6 - Supplier's Revision or Withdrawal of Response	
5.8. Step 7 - State and Supplier's Participation in Negotiations (if any)	
5.9. Step 8 - State Finalizes Selection of Successful Supplier(s)	
5.10. Step 9 - Re-soliciting When Necessary	
Chapter 6: Stage 6 - Award Process	
Glossary	

Tables have been added to include DO or DO NOT sections or steps

Table 5.3 General Evaluation Tips	
	Act as the facilitator for the solicitation process through active engagement
	Make sure any evaluation tool is up-to-date and captures any changes made to the solicitation prior to the close of the solicitation.
	Make sure the evaluation process. For example, the with the entire evaluation
DO	Remind the evaluation confidential and that comes responses with others.
	Remind evaluation comm officer. No evaluation com directly.
	Remind evaluation comm officer. No evaluation com directly.
DO NOT	Change the evaluation or Revise or amend the solic requirements) after the so Allow suppliers to revise the negotiations.

Table 2.2 Pre-Solicitation Stage Steps	
Step 1	Analyzing the purchasing need
Step 2	Addressing certain market and budget constraints, such as sole-source claims
Step 3	Selecting the best solicitation method
Step 4	Addressing delegated purchasing authority
Step 5	Planning the solicitation



The New Georgia Procurement Manual (GPM)

Each chapter in the GPM starts with the overview of the key steps and reference forms. The forms have been renumbered where needed to align with the specific Stages of procurement.

- Identification of Key Steps for each Stage
- Table of Forms associated with each Stage

Georgia

Stage 1 - Need Identification

This chapter describes the Need Identification stage, the policies that govern this stage, and the steps performed during this stage by SPD, state entity procurement professionals, and suppliers.

THE SEVEN STAGES OF PROCUREMENT

Key Steps

The key steps for the Need Identification stage are:

- Identifying internally/externally the need for purchase or establishment of a new contract.
- Identifying exceptions to the State Purchasing Act.
- Analyzing existing contract sources by applying the Order of Precedence.
- Determining whether a sourcing event is required.
- Reviewing special approvals or restrictions applying to certain purchases.

Table 1.1

Referenced Official Forms	State Entity Use	SPD Use
SPD-NI001 Fact-Finding Agenda	•	•
SPD-NI004 Emergency Justification Form	•	
SPD-NI005 Statewide Contract Waiver Request	•	
SPD-NI006 Piggyback Request	•	

1.1. Identifying the Need

Procedure The procurement process begins with the identification of a purchasing need. For example, the APO/CUPO may receive a request directly from an end user to establish a contract for certain needed services. SPD may determine establishment of a

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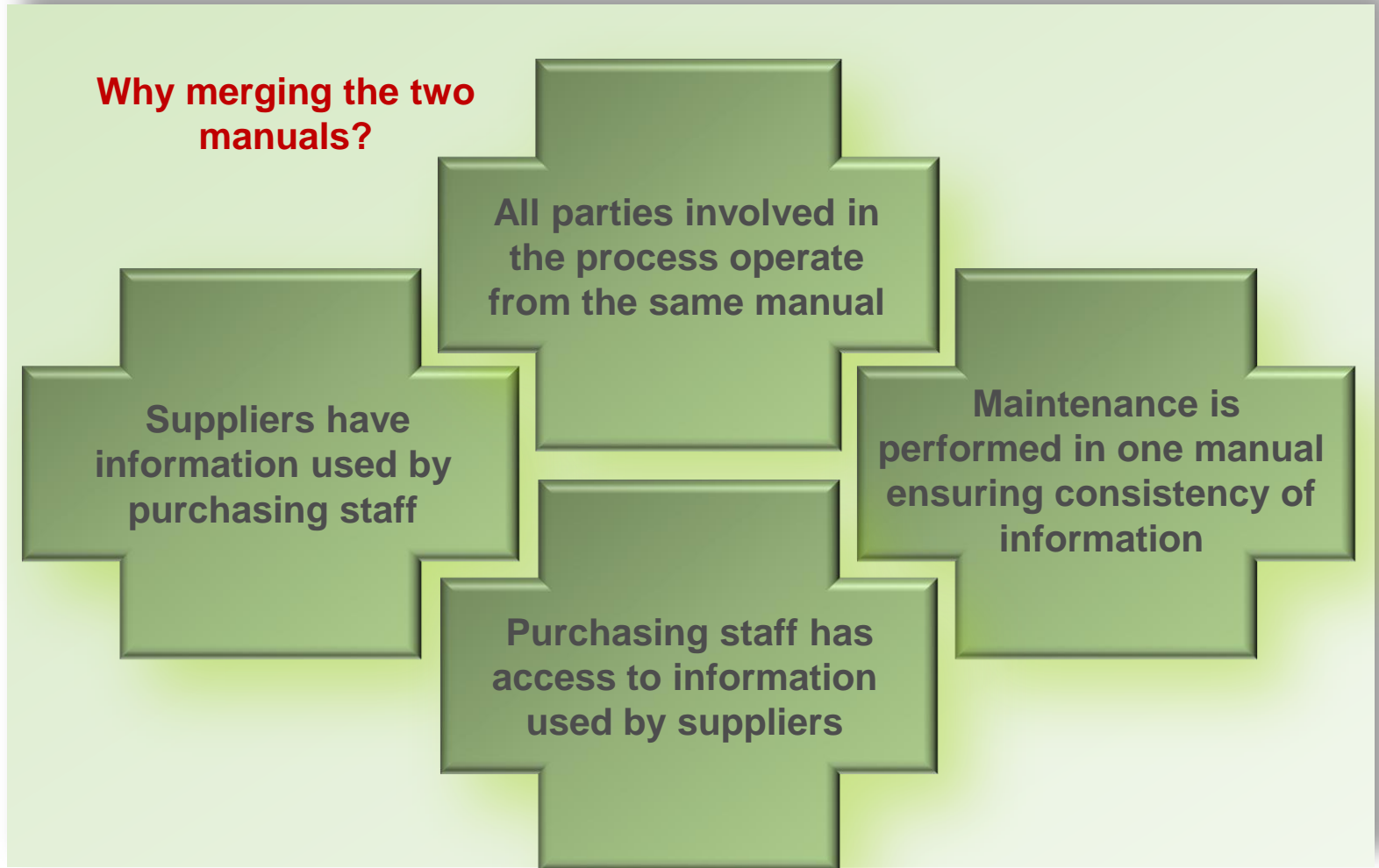
19

Georgia Procurement Manual
GPM-V1-February 2011

OVERVIEW
STAGE 1 - NI
STAGE 2 - PS
STAGE 3 - SP
STAGE 4 - SP
STAGE 5 - EP
STAGE 6 - AP
STAGE 7 - CP
OPERATIONAL

Why Merging the Two Manuals

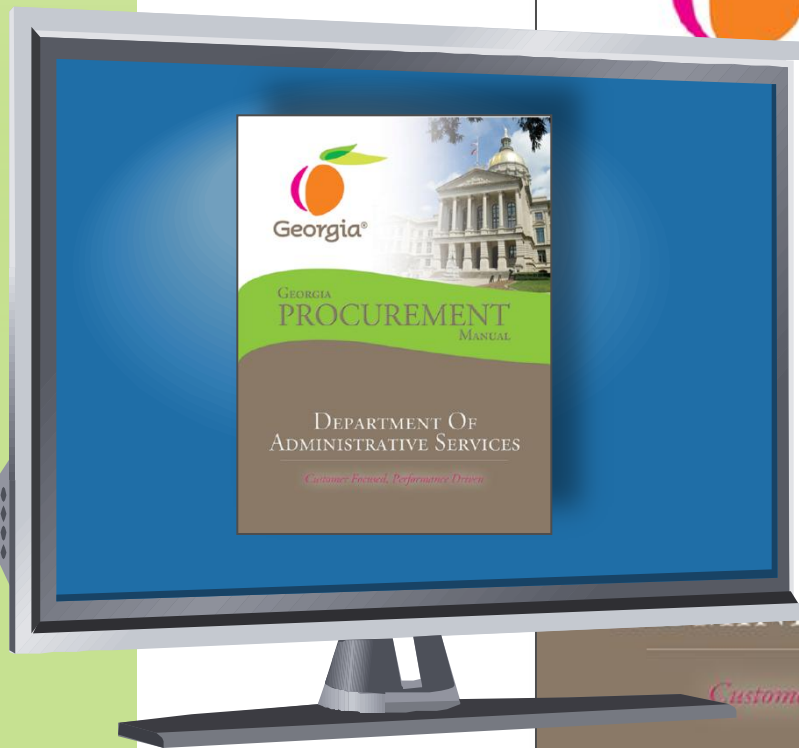
Merging the Georgia Vendor Manual and the Georgia Procurement Manual ensures consistency of information for all involved in the procurement process.



The New Georgia Procurement Manual (GPM)

The Georgia Procurement Manual or GPM will be available in two versions:

Online Format



Printable Format



Finding Information

The GPM uses several icons to identify the audience or the section or paragraph.

Supplier

Procedure

Important

SPD

Supplier related Information

Purchasing Professional related Information

Important Information

3.3.1. eSource

eSource (formerly eProcure) is a software technology that simplifies the bidding process by automating the responses from suppliers, reducing paper documents and streamlining the most evaluation process for simple RFQs. All solicitations posted to eSource are automatically publicly advertised on the [GPR](#).

Supplier

Suppliers should review [Chapter 4 – Stage 4 - Solicitation Process](#) for information regarding accessing and responding to solicitations available through eSource. Bids or proposals delivered via fax, email, or other means other than through eSource will not be accepted.

Procedure

For all state entities not using Team Georgia Marketplace, eSource is mandatory for all RFQs (including RFQs described in the SPDAC). The SPDAC grants an exception. Requests for exceptions should be submitted in writing to SPD via email at processimprovement@doag.ga.gov. A purchasing professional has the discretion to use eSource to post RFIs, RFPs and RFQs.

Important

eSource cannot be used to post sole-source notices. Instead, sole-source notices must be posted directly to the [GPR](#).

3.3.2. Team Georgia Marketplace™

Team Georgia Marketplace™ is provided by SPD and its partners and serves as an online tool to support various state purchasing functions, including registration of suppliers, advertisement of procurement solicitations and contract opportunities, electronic bidding, and contracts management. All solicitations posted to Team Georgia Marketplace™ are automatically publicly advertised on the [GPR](#).

Finding Information

You can search the GPM online by using keywords.

Just enter the keyword or set of words you are looking for and have the application find it for you.

Click search to find a keyword

Table of Contents

Georgia

Georgia Procurement Manual (GPM)

Chapter 1: Stage 1 - Need Identification

- Key Steps
 - 1.1. Identifying the Need
 - 1.1.1. Preliminary Steps for the State Entity
 - 1.1.2. Preliminary Steps for SPD
 - 1.2. Determining Application of this Manual
 - 1.3. Order of Precedence
 - 1.3.1. Tier 1 - Mandatory Statewide Contracts
 - 1.3.2. Tier 2 - Existing State Entity Contracts
 - 1.3.3. Tier 3 - Statutory Sources Designated as M
 - 1.3.4. Tier 4 - Convenience Statewide Contracts,
 - 1.3.5. Emergency Purchases
 - 1.3.6. Special Approvals or Restrictions

Chapter 4: Stage 4 - Solicitation

- Key Steps
 - 4.1. Introduction
 - 4.2. Step 1 - Public Advertisement and Notice
 - 4.3. Step 2 - Accessing and Reviewing Solicitations
 - 4.4. Step 3 - State and Supplier Communications
 - 4.5. Step 4 - Preparing the Supplier's Response
 - 4.6. Step 5 - Submitting the Supplier's Response
 - 4.7. Step 6 - Revising or Withdrawing Submitted R
 - 4.8. Step 7 - Revising or Cancelling the Solicitation
 - 4.9. Step 8 - Receiving Suppliers' Responses
 - 4.10. Step 9 - Close of the Solicitation

Glossary

You are here: [Georgia Procurement Manual \(GPM\)](#) > [Chapter 4: Stage 4 - Solicitation](#) > 4.1. Introduction

4.1. Introduction

By proceeding to [Chapter 4 - Stage 4 - Solicitation Process](#), the procurement professional has finished preparing the solicitation and evaluation criteria for that solicitation in accordance with Chapter 3 - Stage 3 Solicitation Preparation. [Chapter 4 - Stage 4 - Solicitation Process](#) describes the solicitation process, including public advertisement of the solicitation and all events occurring while the solicitation is open for competitive bidding. This chapter also includes important information for suppliers interested in submitting responses to solicitations. Some of the following steps may overlap; however, the material has been organized as follows:

Table 4.2

Stage 4 - Solicitation Process - Major Steps	
Step 1	State's public advertisement and notice of solicitations
Step 2	Supplier's access and review of open solicitations
Step 3	Managing state and supplier communications
Step 4	Supplier's preparation of its response
Step 5	Supplier's submission of its response
Step 6	Supplier's revision or withdrawal of its response
Step 7	State's revision or cancellation of the solicitation
Step 8	State's receipt of suppliers' responses
Step 9	Closing the solicitation

Table of Contents

Search

11/10

Slide 15

State Purchasing Division

State Purchasing Division

Finding Information

11/10

Slide 16

State Purchasing Division

Search

Search

Rank ▲	Title
1	4.5.1. General Instructions
2	4.8.1.1. Written Revisions
3	2.1. Introduction to the Pre-Solicitation Stage
4	2.3.1. Sole Brand Solicitation
5	4.8.1.2. Response to Revisions
6	4.9 Step 8 - Receiving Suppliers' Responses
7	4.1. Introduction
8	4.6. Step 5 - Submitting the Supplier's Response
9	3.4. Selecting the Correct Solicitation Template
10	3.5. Constructing the Solicitation
11	2.4. Step 3 - Selecting the Solicitation Method
12	4.8.2. Cancelling the Solicitation
13	4.7.2. Withdrawing Supplier's Submitted Responses
14	4.5.3. Exceptions to solicitation Requirements
15	3.5.1. General Instructions and Administrative Requirements
16	3.1. Introduction to the Solicitation Preparation Stage
17	4.10 Step 9 - Close of the Solicitation
18	2.5. Step 4 - Addressing Delegated Purchasing Authority
19	4.6.4. Multiple Responses to a Single Solicitation
20	4.8.1. Revising the Solicitation
21	4.5.8. Requirements for Bonds or Letters of Credit

Table of Contents

Search

You are here: [Georgia Procurement Manual \(GPM\)](#) > [Chapter 4: Stage 4 - Solicitation](#) > 4.1. Introduction

4.1. Introduction

S

Supplier

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Step 5	Supplier's submission of its response
Step 6	Supplier's revision or withdrawal of its response
	State's revision or cancellation of the solicitation
	State's receipt of suppliers' responses
	Closing the solicitation

To display **all** the sections where the word you are searching for appears

Finding Information

11/10

Slide 17

State Purchasing Division

Search

solicitation

Search

Rank ▲	Title
1	4.5.1. General Instructions
2	4.8.1.1. Written Revisions
3	2.1. Introduction to the Pre-Solicitation Stage
4	2.3.1. Sole Brand Solicitation
5	4.8.1.2. Response to Revisions
6	4.9 Step 8 - Receiving Suppliers' Responses
7	4.1. Introduction
8	4.6. Step 5 - Submitting the Supplier's Response
9	3.4. Selecting the Correct Solicitation Template
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12	4.8.2. Cancelling the Solicitation
13	4.7.2. Withdrawing Supplier's Submitted Responses
14	4.5.3. Exceptions to solicitation Requirements
15	3.5.1. General Instructions and Administrative Requirements
16	3.1. Introduction to the Solicitation Preparation Stage
17	4.10 Step 9 - Close of the Solicitation
18	2.5. Step 4 - Addressing Delegated Purchasing Authority
19	4.6.4. Multiple Responses to a Single Solicitation
20	4.8.1. Revising the Solicitation
21	4.5.8. Requirements for Bonds or Letters of Credit

Table of Contents

Search

Georgia

You are here: [Georgia Procurement Manual \(GPM\)](#) > [Chapter 4: Stage 4 - Solicitation](#) > 4.1. Introduction

4.1. Introduction

Supplier

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Step 6	Supplier's revision or withdrawal of its response
Step 7	State's revision or cancellation of the solicitation
Step 8	State's receipt of suppliers' responses
Step 9	Closing the solicitation

...then, click on the specific section you are interested in

Finding Information

Search

11/10

Slide 18

State Purchasing Division

Solicitation

Search

15 4.6.4. Multiple Responses to a Single Solicitation

16 4.8.1. Revising the Solicitation

17 4.6. Step 5 - Submitting the Supplier's Response

18 3.7. Reviewing the Solicitation

19 4.4.4. Public Meetings

20 4.5.3. Exceptions to solicitation Requirements

21 2.5. Step 4 - Addressing Delegated Purchasing Authority

22 4.8 Step 7 - Revising or Cancelling the Solicitation

23 2.6. Step 5 - Planning the Solicitation

24 Stage 4 - Solicitation Process

25 Stage 2 - Pre-Solicitation

26 4.7.2. Withdrawing Supplier's Submitted Responses

27 3.5.1. General Instructions and Administrative Requirements

28 4.3. Step 2 - Accessing and Reviewing Solicitations

29 4.5.8. Requirements for Bonds or Letters of Credit

30 3.2. Using Third Party Consultants

31 4.7.1. Revising Supplier Responses

32 4.4.1. Issuing Officer

Table of Contents

Search

You are here: [Georgia Procurement Manual \(GPM\)](#) > [Chapter 4: Stage 4 - Solicitation](#) > [4.5. Step 4 - Preparing the Supplier's Response](#) > [4.5.8. Requirements for Bonds or Letters of Credit](#)

4.5.8. Requirements for Bonds or Letters of Credit

Supplier **Solicitations** may require the supplier to obtain certain bonds or letters of credit. For purposes of this manual, a letter of credit generally refers to a written document representing an irrevocable undertaking by the issuing bank to make payment of a certain sum of money to the beneficiary (the applicable state entity) in the event certain conditions are not met. Suppliers must, at their own expense, make arrangements for the issuance of any such bonds or letters of credit called for in the solicitation or otherwise required by law.

There are two primary types of bonds: fidelity bonds and surety bonds.

- A fidelity bond protects against the financial loss that can result from a dishonest act or crime committed by a supplier's employee.
- A surety bond (bid, performance, or payment bond) ensures that a supplier fulfills certain terms and conditions of a contract.

Bid bonds are generally required for construction contracts, but only occasionally for non-construction contracts. Any supplier failing to provide a required bid bond with its submitted response will not be considered for contract award. All bid bonds must be in a sum equal to 5% of the total amount of the contract. The supplier's response, unless otherwise specified in the solicitation, must be submitted within the period of time specified in the solicitation (or the supplier to honor its submitted response) before contract award, or its response will be rejected. If a supplier fails to submit its response before contract award, no action will be taken against that supplier.

Payment and performance bonds are required by law for all construction contracts in

...and highlight every time the word you are searching for displays in that section

Finding Information

Click on the topic in the Quick Navigation Panel

You can also use the left side of the online GPM or the **Quick Navigation Panel** to navigate through the manual. Clicking on a section takes you directly to that page.

The screenshot displays the Georgia Procurement Manual (GPM) interface. On the left, the 'Quick Navigation Panel' is visible, listing various sections. A red box highlights the '4.1. Introduction' link, with a callout pointing to it that says 'Click on the topic in the Quick Navigation Panel'. The main content area on the right shows the '4.1. Introduction' page, with a callout pointing to the title that says 'To display that page'. The page content includes a 'Supplier' icon and a paragraph explaining the solicitation process. Below the text is 'Table 4.2', which is titled 'Stage 4 - Solicitation Process - Major Steps' and lists nine steps.

TOC

Georgia Procurement Manual (GPM)

Chapter 1: Stage 1 - Need Identification

Chapter 4: Stage 4 - Solicitation

Key Steps

4.1. Introduction

4.2. Step 1 - Public Advertisement and Notice

4.2.1. Georgia Procurement Registry (GPR)

4.2.2. Additional Advertisement Efforts

4.2.3. Email Notifications

4.3. Step 2 - Accessing and Reviewing Solicitations

4.4. Step 3 - State and Supplier Communications

4.5. Step 4 - Preparing the Supplier's Response

4.5.1. General Instructions

4.5.2. Specifications and Performance Requirements

4.5.3. Exceptions to solicitation Requirements

4.5.4. New, Used, or Altered Products

4.5.5. Goods of Foreign Manufacture

4.5.6. Security Interest, Liens, Claims, and Encumbrance

4.5.7. Submitted Materials and Samples

4.5.8. Requirements for Bonds or Letters of Credit

4.5.9. Insurance Requirements

4.5.10. Inspection of Supplier's Operations

4.6. Step 5 - Submitting the Supplier's Response

4.7. Step 6 - Revising or Withdrawing Submitted Responses

4.7.1. Revising Supplier Responses

TOC

Index

Search

Glossary

Favorites

Quick search

You are here: [Georgia Procurement Manual \(GPM\)](#) > [Chapter 4](#)

4.1. Introduction

Supplier By proceeding to [Chapter 4 - Stage 4 - Solicitation Process](#), the procurement professional has finished preparing the solicitation and evaluation criteria for that solicitation in accordance with Chapter 3 - Stage 3 Solicitation Preparation. [Chapter 4 - Stage 4 - Solicitation Process](#) describes the solicitation process, including public advertisement of the solicitation and all events occurring while the solicitation is open for competitive bidding. This chapter also includes important information for suppliers interested in submitting responses to solicitations. Some of the following steps may overlap; however, the material has been organized as follows:

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Step 6	Supplier's revision or withdrawal of its response
Step 7	State's revision or cancellation of the solicitation
Step 8	State's receipt of suppliers' responses
Step 9	Closing the solicitation

Finding Information

Every time you make a selection from the **Quick Navigation Panel** the application keeps track of your selections as **bread crumbs**. You can use the **bread crumbs** to go back to pages that you previously selected.

Selection of topics on the Quick Navigation Panel

The screenshot shows the Georgia Procurement Manual (GPM) application. The Quick Navigation Panel on the left lists various topics, with '4.1. Introduction' selected. The Bread Crumbs at the top right show the path: 'You are here: Georgia Procurement Manual (GPM) > Chapter 4: Stage 4 - Solicitation > 4.1. Introduction'. The main content area displays the '4.1. Introduction' page, which includes a 'Supplier' icon and a paragraph of text. Below the text is a table titled 'Stage 4 - Solicitation Process - Major Steps'.

Stage 4 - Solicitation Process - Major Steps	
Step 1	State's public advertisement and notice of solicitations
Step 2	Supplier's access and review of open solicitations
Step 3	Managing state and supplier communications
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Step 7	State's revision or cancellation of the solicitation
Step 8	State's receipt of suppliers' responses
Step 9	Closing the solicitation

Creates the **Bread Crumbs** that you can click to go back to that page

Finding Information

You can also click on links provided in the manual and have direct access to a form, a section within the manual, or a website that is referenced in the GPM

Link to a section of this manual

Contract terms have already been finalized so the APO/CUPO is not required to establish these terms. Use of statewide contracts (both for goods and services) is not limited by dollar amounts or the state entity's purchasing authority. As a result, by using a convenience statewide contract, the APO/CUPO is not required to meet the competitive bidding threshold as further described in [Section 1.3.4.5. Open Market Purchases](#) or the state entity's delegated purchasing authority. Convenience statewide contracts may be viewed online.

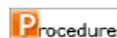
1.3.4.2. Preferred Products

SPD and the State Use Council have agreed that certain products available through Georgia Enterprises for Products and Services are available to state entities on an optional basis. These products have been designated as "preferred sources" at the prices stated in the State Use Procurement List. A copy of the current [State Use Procurement List](#) showing both mandatory and preferred sources, which may be amended from time to time, can be found on [SPD's website](#). Purchases of preferred products are not limited by dollar amounts or the state entity's delegated purchasing authority.

1.3.4.3. Piggyback Purchases



Piggyback purchasing allows the issuing state entity and the awarded supplier to agree to open up the contract for the use of other state entities. However, the supplier must offer other state entities the same prices, terms and conditions as that of the issuing state entity.



Further, a state entity will be allowed to use another state entity's contract only with the prior written approval of the SPDAC, which may be requested by utilizing form [SPD-NI009 Piggyback Request Form](#). In reviewing the request for approval of a piggyback purchase, the SPDAC will give consideration to the amount of the piggyback purchase request relative to the expected purchases on the existing state entity contract. All state entities that are given permission by the SPDAC to use another state entity's contract must submit a monthly report listing other state entity contracts that are being used along with a list of purchase orders and dollar amounts that have been issued against the other state entity contract.

1.3.4.4. Consortia or Cooperative Purchasing

In accordance with [\(O.C.G.A.\)](#) Section 50-5-51, DOAS has both the authority and duty to canvass all sources of supply to establish contracts for needed goods and services as well as enter into or authorize agreements with private non-profit organizations or other states and their political subdivisions. Pursuant to this authority, DOAS may enter into and/or authorize state entities to enter into contracts with sources of supply established pursuant to competitive bidding conducted by other

Link to a form

Link to a website

Finding Information

You can use the navigational icons to:

- Go to the previous or next page (if one has been selected already)
- Refresh the screen
- Go to the cover page
- Go to the previous or next topic
- Print the topic displayed on the screen

The screenshot displays the Georgia Procurement Manual (GPM) website. At the top, a green header bar contains the 'Table of Contents' link and a set of navigational icons (back, forward, home, search, etc.) highlighted by a red box. A red arrow points from this box to a yellow callout labeled 'Navigational icons'. The main content area shows the 'Introduction and General Overview' section, with a diagram titled 'THE SEVEN STAGES OF PROCUREMENT' illustrating the procurement process flow: Overview Chapter, Need Identification, Pre Solicitation, Solicitation Process, Evaluation Process, Award Process, Contract Process, and Operations Chapter.

Table of Contents

Georgia Procurement Manual (GPM)

Introduction and General Overview

- Key Steps
- I.1. Introduction
- I.2. General Overview
- I.3. Fundamentals for Suppliers
- I.4. Fundamentals for Procurement Professionals
- I.5. Unlawful Actions
- I.6. Public Access Procurement Information
- Chapter 1: Stage 1 - Need Identification
- Chapter 2: Stage 2 - Pre-Solicitation
- Chapter 3: Stage 3 - Solicitation Preparation
- Chapter 4: Stage 4 - Solicitation
- Chapter 5: Stage 5 - Evaluation Process
- Key Steps
- 5.1. Introduction to the Evaluation Stage
- 5.2. Step 1 - State Opens Suppliers' Sealed Responses
- 5.3. Step 2 - State Conducts Administrative Review
- 5.4. Step 3 - State Finalizes the Evaluation Committee
- 5.5. Step 4 - Managing State and Supplier Communications
- 5.6. Step 5 - State Evaluates Suppliers' Responses
- 5.6.1. Review Period
- 5.6.2. General Evaluation Criteria
 - 5.6.2.1. Responsive
 - 5.6.2.2. Responsible
 - 5.6.2.3. General Checklist for Evaluating Solicitations
- 5.6.3. Evaluating by Solicitation Type
- 5.6.4. Written Clarification
- 5.6.5. Additional Evaluation Activities
- 5.6.6. Cost Evaluation

Table of Contents

Search

THE SEVEN STAGES OF PROCUREMENT

OVERVIEW CHAPTER

NEED IDENTIFICATION 1

PRE SOLICITATION 2

SOLICITATION PROCESS 3

EVALUATION PROCESS 4

AWARD PROCESS 5

CONTRACT PROCESS 6

OPERATIONS CHAPTER 7

Navigational icons

What are the Benefits of the New GPM?

**What are the
benefits of the new
GPM?**

The search capabilities in the new GPM make it easier for you to find information very quickly

A ***GPM Committee*** assisted in the rewrite of the GPM to ensure the user needs were met

The new GPM includes links to the forms, websites, and other chapters in the GPM

Information was reorganized and enhanced with the use of graphics, icons, and tables

The new GPM is aligned with the 7 Stages of Procurement, this makes it easier to know where to find information based on where you are in the solicitation process

All parties involved in the purchasing process have the same source of information

Click Next to Continue

Past GPM's

Archived Manuals

Previous GPM's may be found on the archived section of the DOAS website.

1. Access the DOAS Website
2. Click on State Purchasing
3. Click on Policies and Procedures
4. Archived Georgia Procurement Manuals and Official Announcements



Georgia Procurement Manual

**Department of Administrative Services
State Purchasing Division**

200 Piedmont Avenue
Suite 1308, West Tower
Atlanta, Georgia 30334

statepurchasing.doas.georgia.gov

A handwritten signature in black ink, appearing to read "Brad Douglas".

Brad Douglas, Commissioner

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<http://doas.ga.gov/StateLocal/SPD/Policies/Pages/Home.aspx>



Georgia Procurement Manual

Introduction and General Overview



Introduction and Overview

Key topics for the Introduction section of the GPM include the following. For more detailed information be sure to review the GPM.

- Brand new Ethics section
- Fundamentals for Suppliers
- Fundamentals for Procurement Staff
- SPD communication Matrix



Georgia Procurement Manual

Policy and Administrative Rule Changes

Stage 1 – Needs Identification



Stage 1-Needs Identification

Chapter Overview

Key topics for the Introduction section of the GPM include the following. For more detailed information be sure to review the GPM.

- New tables organizing exemptions to State Purchasing Act
- Additional clarification regarding intergovernmental agreements
- Clarification of competitive bidding rules when using federal and or private grants funds.
- Order of Precedence has been revised and expands Tier 4

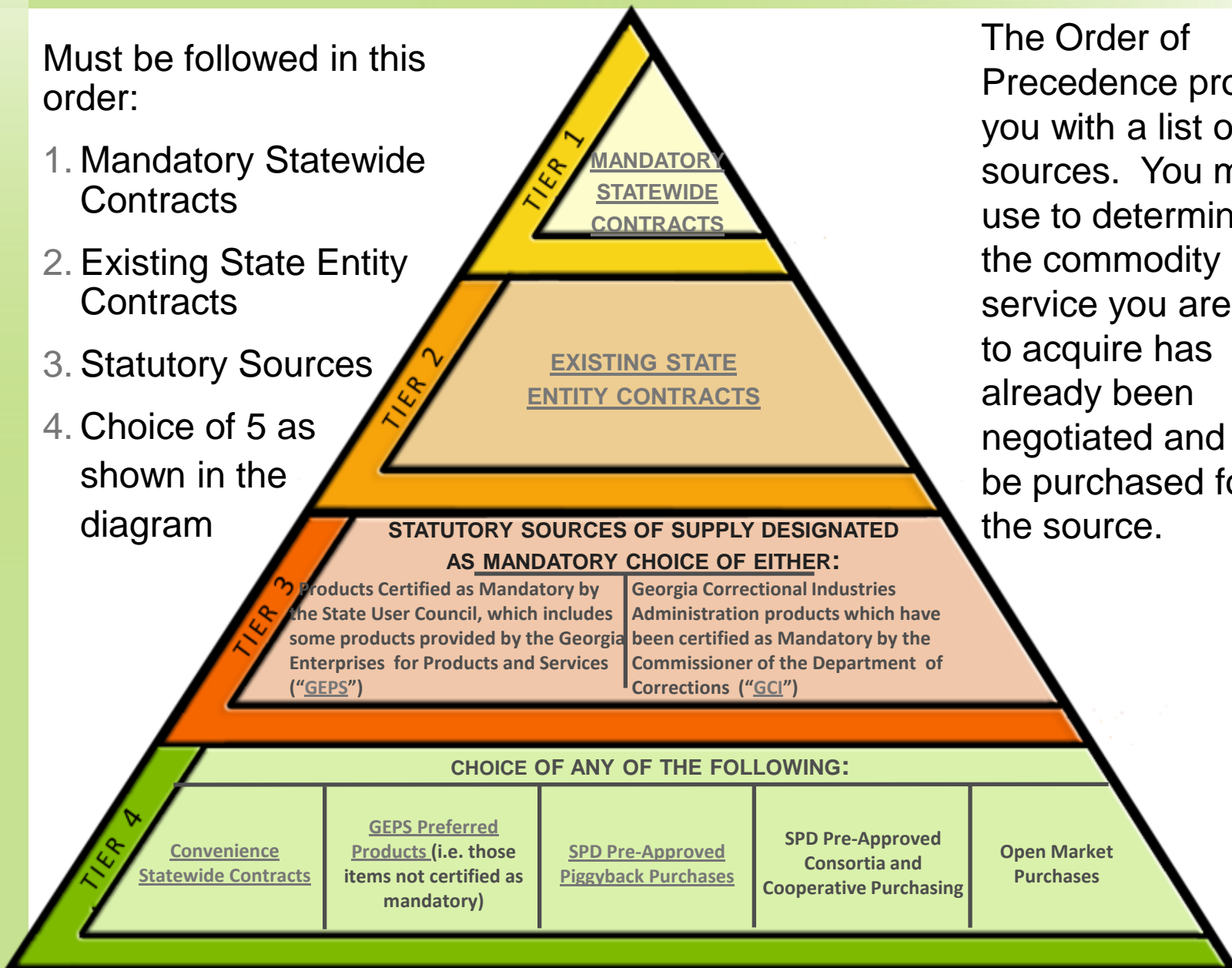
Stage 1-Needs Identification

Order of Precedence

Must be followed in this order:

1. Mandatory Statewide Contracts
2. Existing State Entity Contracts
3. Statutory Sources
4. Choice of 5 as shown in the diagram

The Order of Precedence provides you with a list of sources. You must use to determine if the commodity or service you are trying to acquire has already been negotiated and must be purchased from the source.

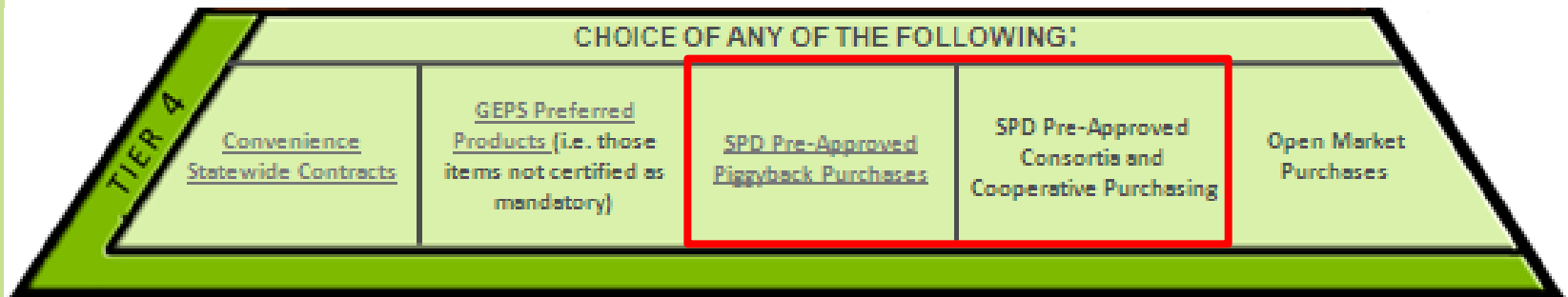




Stage 1-Needs Identification

Order of Precedence-Tier 4 Expansion

In addition, SPD Pre-approved Piggyback Purchases and SPD Pre-Approved Consortia and Cooperative Purchasing has been added to the subsets of sources contained in Tier 4 of the Order of Precedence.





Stage 1-Needs Identification

Emergency Purchases Timeline

Emergency purchases do not require the approval of SPD and the purchase is done by the state entity. However, once the purchase has been completed the APO/CUPO must provide documentation of the procurement within specified timelines. SPD has expanded the deadline from 1 business day to 5 business days.

REVISED

Emergency Purchase Justification Form and Procedures

1. Form is to be completed and submitted within **5 business days** of the purchase to processimprovement@doas.ga.gov.
2. Copy of the PO and all pertinent documentation relating to the purchase transaction should be forwarded to processimprovement@doas.ga.gov as soon as possible but no later than **5 business days** following the State Entity's final payment or receipt and acceptance of the goods/services, whichever occurs last.



Georgia Procurement Manual

Stage 2-Pre Solicitation



Stage 2-Pre Solicitation

RFQC Processes

The GPM provides additional information concerning and defining the Request for Qualified Contractors process and establishment of standards associated with the RFQC process. The RFQC process is a 2-step process.

REVISED

Request for Qualified Contractors Standards and Procedures

1. RFQC responses are evaluated on a pass/fail basis and/or the supplier responses may be scored. This is the Pre-Qualifications process for step 1 of the RFQC process. If scored, then the evaluation must be conducted by a team of evaluators.
2. Only those contractors meeting the pre qualifications may respond to the subsequent RFQ or RFP.

If responses are scored, the evaluating team members must sign SPD-SP039, Evaluation Committee Member Participation Form, and submit it to the Issuing Officer.



Georgia Procurement Manual

Stage 3-Solicitation Preparation



Stage 3-Solicitation Preparation

Security and Immigration Policy

Stage 3 provides information regarding the revised policy for the Security and Immigration requirements to comply with legislative changes to O.C.G.A. Section 13-10-90.

REVISED Policy

Security and Immigration requirements

The policy for Security and Immigration requirement has been expanded whereby this requirement is no longer limited to constructions/public works contracts.

Now, this requirement applies to all contracts involving *physical performance of services* in the State of Georgia. For these contracts, the State Entity must obtain the affidavit from the supplier as well as any of the supplier's subcontractors which will be used to provide services pursuant to the contract. In the event that new subcontractors are identified at a later time, the affidavit must be obtained from those new subcontractors as well no later than *5 business days*.

IMPORTANT: Please ensure the affidavit is obtained for all applicable contracts awarded this fiscal year.



Stage 3-Solicitation Preparation

Scrutinized Company

Stage 3 includes information describing the “scrutinized” company.

“Scrutinized” Company

“Any supplier that currently has or, within the last three years, has had any business activities or other operations outside of the United States must certify that it is not a “scrutinized company”.

A “scrutinized company” is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the exceptions noted in (O.C.G.A.) Section 50-5-84

The procurement professional must attach SPD-SP042 Supplier’s General Information Worksheet to capture the supplier’s certification regarding its status.



Stage 3-Solicitation Preparation

Posting Timelines-Competitive Solicitations

Stage 3 includes revised information related to the public posting timelines, regardless of the posting method; GPR, eSource or Team Georgia Marketplace™.

Public Posting Timelines

Single public posting time period table is applicable to all solicitations regardless of posting method.

Public Posting Guidelines

If the Estimated Contract Value is...	Then, the Posting Period is...
Up to \$9,999.99	Minimum of Three (3) Business Days
\$10,000 - \$49,999.99	Minimum of Seven (7) Calendar Days
\$50,000 - \$99,999.99	Minimum of Eight (8) Calendar Days
\$100,000 - \$249,999.99	Minimum of Ten (10) Calendar Days
\$250,000 or more	Minimum of Fifteen (15) Calendar Days
Construction/Public Works contracts	Minimum of Thirty (30) Calendar Days



Georgia Procurement Manual

Stage 4-Solicitation Process



Stage 4-Solicitation Process

Responding to Supplier Questions

Stage 4 provides information regarding the revised policy of responding to supplier questions.

REVISED Policy

Responding to Supplier Questions

“SPD strongly recommends that each procurement professional’s solicitation **identifies** a period of time for suppliers to submit written questions prior to the close of the solicitation as well as a deadline for the state entity to respond to those questions. Otherwise, the state entity will be responsible for answering any questions received prior to the close of the solicitation.

By identifying a deadline for receiving questions, the procurement professional can ensure that sufficient time is reserved to respond to supplier questions. This task is provided for in the schedule of events section of the RFx template.



Georgia Procurement Manual

Stage 5-Evaluation Process



Stage 5-Evaluation Process

Evaluation Process for RFQCs

Stage 5 provides information regarding the process used when evaluating the responses to an RFQC.

REVISED Policy

Evaluation process for RFQCs

1. Conduct an administrative review to determine supplier's compliance with basic requirements
2. For RFQCs which include scoring, the issuing officer must use an evaluation committee and the evaluation committee must include at least three members.

Only those suppliers meeting the pre-qualification criteria will be considered qualified contractors.



Stage 5-Evaluation Process

Request for Clarification Process

Stage 5 provides information regarding the process used when requesting clarification to a supplier's response.

REVISED Process

Request for Clarification process

1. Written clarification is made by using SPD-EP010 Request for Clarification
2. A request for written clarification may not be used to negotiate (i.e., request the supplier to revise or improve the supplier's response).
3. Written clarifications received from the supplier will become part of that supplier's response.



Stage 5-Evaluation Process

Evaluation Activities-Reference Check

For all RFQs, RFQCs, and RFPs, the issuing officer must facilitate any evaluation activities which are identified in the solicitation. These include, but are not limited to, reference checks, oral presentations, product demonstrations, site visits, plant inspections, and/or sample testing. The new GPM includes expanded guidance. For example:

REVISED Process

Evaluation Activities processes

Reference Checks

1. Questions for the client references must be prepared in advance of the solicitation closing
2. Same questions are asked of all references
3. Responses from references is documented in writing
4. References are evaluated on a pass/fail basis
5. If points are reserved to score client references as part of an RFP or scored RFQC, the evaluation committee must evaluate the responses to the identified reference questions using the predefined scoring method and allocated points
6. Written responses are submitted to the issuing officer for record purposes



Stage 5-Evaluation Process

Evaluation Activities- Oral Presentations and Demos

For all RFQs, RFQCs, and RFPs, the issuing officer must facilitate any evaluation activities which are identified in the solicitation. These include, but are not limited to, reference checks, oral presentations, product demonstrations, site visits, plant inspections, and/or sample testing.

REVISED Process

Evaluation Activities processes-General Activities

Oral Presentations and Product Demonstrations

1. Oral presentations and/or product demonstrations requirements must be clearly stated in the solicitation.
2. Issuing officer allows and arranges for the presentations/demonstrations during the evaluation process.
3. Oral presentation or product demonstration is not a negotiation tool and suppliers are not permitted to revise their responses as part of the presentation/demonstration.

The new GPM includes checklists to assist you with the evaluation process.



Stage 5-Evaluation Process

Evaluation Activities- Scoring Oral Presentations and Demos

For all RFQs, RFQCs, and RFPs, the issuing officer must facilitate any evaluation activities which are identified in the solicitation. These include, but are not limited to, reference checks, oral presentations, product demonstrations, site visits, plant inspections, and/or sample testing.

REVISED Process

Evaluation Activities processes-RFP's and Scored RFQC's

Scoring Oral Presentations and Product Demonstrations

1. Product demonstrations may be evaluated on a pass/fail basis .
2. Evaluation team may lower the supplier's score as appropriate as a result of the evaluation committee's evaluation of the supplier's oral presentation and/or product demonstration.
3. Evaluation committee may increase the supplier's technical score as appropriate based on the evaluation committee's evaluation of the supplier's oral presentation/product demonstration



Stage 5-Evaluation Process

Georgia Enterprises for Products and Services (GEPS)

Products and services offered by GEPS are not limited to those that have been certified as mandatory. Therefore, it is possible that GEPS may elect to submit a response to a solicitation conducted by the State Entity.

REVISED Policy

GEPS pricing using 8% differential

To implement the price preference, the issuing officer must lower GEPS' price by 8% when comparing GEPS' price with any other supplier's response. However, in the event GEPS wins contract award, GEPS must be paid at its actual bid price.

All state entities are REQUIRED to grant GEPS an 8% price preference for purposes of the evaluation.

The RFx templates are being modified to include this information.



Stage 5-Evaluation Process

Award Types-Single, Multiple, Split, Primary/Secondary

The GPM now includes descriptions of different award scenarios.

REVISED Process

Award Types-Single, Multiple, Split, Primary/Secondary

1. **Single award:** Award is made to one supplier
2. **Split award:** Award is divided into two or more parts. Each part is awarded to the best ranked supplier for that particular part. *A split award is more likely to occur on a multi-line RFQ than with an RFP.
3. **Multiple award:** The solicitation reserves the right to identify multiple sources of supply for the same desired goods and/or services*Multiple awards commonly occur on certain statewide contracts but should rarely occur on State Entity contracts
4. **Primary/Secondary:** Award identifies a primary source of supply for a particular contract and/or line item but is also designating a secondary (or “back up”) source of supply for that same contract/line item. *Use of primary supplier first , then the secondary supplier if certain conditions are not met.

The state entity must comply with the award language identified in the solicitation template.



Georgia Procurement Manual

Stage 6-Award Process



Stage 6-Award Process

Posting of NOIA

For multi-year agreements, use the value of the initial term to determine whether the NOIA is required to be posted (i.e., whether the value of the initial term is \$100,000.00 or more).

Reminder: The State Entity may elect to post an NOIA even though the value is less than \$100,000.00.



Stage 6-Award Process

Revised Purchase Type Codes for POs

State Entities are to continue using the Purchasing Type Codes found in the GPM for all purchase orders. Additional codes have been added.

Code	Description
SWCM	Statewide Contract Mandatory
SWCC	Convenience Statewide Contract
PRF	Preferred Contract
ACP	Agency Contract Piggyback
ACC	Agency Contract Consortia
EMER	Emergency



Stage 6-Award Process-Examples

Purchase Type Codes for Mandatory and Preferred Sources

MAN purchase type code was previously used to identify all purchases of certified products from GEPS. However, as some GEPS products are available on a non-mandatory basis (for example, preferred basis), the new code PRF should be used for these preferred products.

Commodity or Service	Certified Or Preferred	GEPS	PO Type
3453200001 Plastic 10person First Aid Kit	Certified	GEPS	MAN
4859800099 Soap Pouches (enriched) Case of 12	Certified	GEPS	MAN
4754161300 Medical Exam Gloves (Large)	Preferred	GEPS	PRF
4754161100 Medical Exam Gloves (Small)	Preferred	GEPS	PRF

A complete listing of GEPS products, can be found on the DOAS website.

http://doas.ga.gov/StateLocal/SPD/Docs_SPD_General/StateUseProcurementList.pdf



Georgia Procurement Manual

Stage 7-Contract Process



Stage 7-Contract Process

Contract Amendments

All state entities have new authority to process certain contract amendments without SPD's prior approval.

Notice of Award Amendment (NOAA)

State entities may process contract amendments not to exceed 10% or \$250,000 (whichever is less) within a 12 month period.

Provided the substantive change is within scope and that the combined total of such changes does not increase the overall cost of the contract by more than 10% or \$250,000.00 (whichever is less) within a twelve month period. Otherwise, the state entity must request and receive SPD's approval prior to executing the contract amendment.

When required, requests for approval must be submitted in writing via email to processimprovement@doas.ga.gov.



Stage 7-Contract Process

Contract Processing Forms

SPD has replaced the Notice of Award Amendment (NOAA) with the following new contract resources to assist in contract management, including:

- SPD CP007 Contract Action Summary Form:
Used to document changes to the contract over time
- SPD-CP010 Contract Renewal Template:
Used to process contract renewals
- SPD-CP013 Contract Amendment Template:
Used to process contract amendments



Stage 7-Contract Process

Contract Extensions

Contract extension generally refers to the continuation of a contract outside of the contract renewal process. All contract extensions must occur in writing and require the supplier's consent. There are specific steps which the APO/CUPO must follow before the contract is extended.

Contract Extensions	
If the State Entity's contract is as follows...	Then, the State Entity may process contract extensions as follows...
Scenario One: The contract has no renewal options OR all renewal options have been exercised.	If the state entity must have a continuous source of supply, then the state entity may exercise a contract extension for no more than six months (if the supplier consents) provided the state entity has already posted a solicitation to resource the contract. If the state entity has not yet posted a solicitation or desires a longer contract extension, then the contract administrator must first request and receive permission from SPD by submitting a written request to processimprovement@doas.ga.gov .
Scenario Two: The contract has one or more renewal options remaining.	If the state entity determines it is best to forgo a one-year renewal option and only extend the contract for a shorter period of time, the state entity may extend the contract (if the supplier consents) without requesting SPD's consent. However, if the state entity later determines it will continue to renew the contract for the remaining contract renewals, then the state entity may do so provided the total contract term does not exceed the time period originally defined in the contract. Once the total contract term has elapsed, then Scenario One of this table is applicable.

SPD's prior consent to the contract extension may also be required depending on the type of extension. The GPM provides further descriptions on this topic.



Stage 7-Contract Process

Contract Renewal

In lieu of creating a new purchase order, it is best practice for the state entity to process a change order to the existing purchase order when encumbering funds for a new contract renewal.

Requests for exceptions must be submitted in writing to processimprovement@doas.ga.gov.

SPD is in the process of creating quick reference guides to assist with the steps of adding lines to the existing PO. For existing POs, contact SAO on how to handle the encumbrance of the funds

Effective July 1, 2011: State entities must process a change order to an existing purchase order (in lieu of creating a new purchase order) when encumbering funds for a new contract renewal unless SPD grants a written exception.



Stage 7-Contract Process

Agency Contract Index

State entities are no longer required to be maintained any awarded state entity contracts on the Agency Contract Index (ACI). The ACI will be removed from the DOAS website within the next 90 days.

Searching for state entity contracts may still be accessed by using the search capabilities of the Georgia Procurement Registry (GPR).



Georgia Procurement Manual

Chapter 8-Operational



Chapter 8-Operational

Certification Completion Deadline

Training in procurement is vital for all procurement personnel. Current purchasing staff must become certified within designated timeframes.

Procurement Certification Timeline

Georgia Certified Purchasing Associate (GCPA) or Basic Certification	<u>All existing procurement professionals:</u> July 1, 2011 <u>New procurement professionals</u> Within six months of hire
RFP Certification Program	<u>For APOs/CUPOs:</u> <ul style="list-style-type: none">• Within 6 months of completing GCPA or Basic Certification <u>Other procurement professionals...</u> <ul style="list-style-type: none">• Within the deadline established by the APO/CUPO Or <ul style="list-style-type: none">• RFP Certification Program must be completed prior to the posting of an RFP

To request an exception, contact SPD via email at processimprovement@doas.ga.gov.



Chapter 8-Operational

Upcoming Procurement Classes

Below is a listing of currently scheduled classes. For a complete listing, please visit the DOAS website and enroll for classes near you.

Upcoming Sessions		
Course	Location	Date
Fundamentals of State Purchasing(2-days)	Atlanta	Wednesday, February 16, 2011
Legal Issues	Atlanta	Thursday, February 17, 2011
eSource for RFQs	Augusta-Augusta State University	Monday, February 21, 2011
eSource for RFQs	Atlanta	Tuesday, February 21, 2011
RFP/RFQC Development Process	Augusta-Augusta State University	Tuesday, February 22, 2011
RFP Evaluation and Selection Process(2-days)	Augusta-Augusta State University	Wednesday, February 23, 2011
eSource for RFQs	Atlanta	Wednesday, February 24, 2011
eSource for RFPs, RFIs, RFQCs	Augusta-Augusta State University	Friday, February 25, 2011
Fundamentals of State Purchasing(2-days)	Atlanta	Wednesday, March 02, 2011
RFP Award Process	Atlanta	Thursday, March 03, 2011
Basics of Writing Specification	Augusta-Augusta State University	Tuesday, March 08, 2011
How to Conduct a Self Audit (P-Card)	Atlanta	Tuesday, March 08, 2011
eSource for RFQs	Atlanta	Thursday, March 10, 2011
Basics of Writing Specification	Atlanta	Tuesday, March 15, 2011
Legal Issues	Atlanta	Thursday, March 17, 2011
How to Conduct a Self Audit (Compliance)	Atlanta	Tuesday, March 29, 2011



Chapter 8-Operational

Updated Team Georgia Marketplace™ Usage table

For all Team Georgia Marketplace™ participating state entities, tables have been created to identify policy for use. The APO of each state entity using Team Georgia Marketplace™ is responsible for ensuring all users (requestors, approvers, buyers, P-Card holders, etc.) of Team Georgia Marketplace™ adhere to applicable policy. Policy tables exist for the following module users:

- eProcurement
- Virtual Catalog
- Strategic Sourcing
- Supplier Contracts



Adhering to the applicable policies will ensure that the best practices for each module are being followed.



Upcoming Events

As SPD continues to streamline processes and clarify the administrative rules, you can anticipate changes to the P-Card Policy.

Upcoming Webinar-February 23, 2011

P-Card Policy Changes

These policy changes will go into effect on February 15, 2011.
Be sure to review all policy changes.



Questions?

Use the chat or question box
to enter your questions.
Questions will be answer in
the order entered.

